

# SBVC

## Program Review

**10/19/2018**  
**MINUTES**  
**9:00 a.m. –11:00 a.m.**  
**B 125**

Members:	Daniel Algattas	A	Botra Moeung	X	X = Present A = Absent
	Keynasia Buffong	X	Sandra Moore	X	
	Raymond Carlos	A	Krista Ornelas-Mora	X	
	Laura Cross	X	Girija Raghavan	X	
	Paula Ferri-Milligan	X	Jose Recinos	X	
	Christie Gabriel	A	Johnny Roberts	X	
	Todd Heibel	X	David Smith	X	
	Tim Hosford	X	Anna Tolstova	X	
	Robert Jenkins	X	Abena Wahab	A	
	Carol Jones	X	Kay Weiss	X	
	Edward Jones	X	Kevin Williams	A	
	Melissa King	X	Stephen Villasenor	A	
	Joel Lamore	X	Kay Dee Yarbrough	X	
	Michael Mayne	X	Guests:		
	Kenny Meloncon	A	Wally Johnson	X	

TOPIC	DISCUSSION	FURTHER ACTION
Needs Assessment Documents	<p>Paula Ferri-Milligan reported that needs assessment documents are being posted on the website for committee review as they are received. The deadline for these documents is noon, Monday, Oct. 22. This committee will rank needs on Nov. 2 and Nov. 16.</p> <p>One department submitted their document on 2017 forms. Some departments have not received data they requested and should include this fact in their document.</p> <p>In reviewing these documents, the committee was reminded to leave their respective department roles and review with a global, campus view. All committee members are to read all needs assessment documents in preparation for ranking in November.</p>	<p>P. Ferri-Milligan will post Classified and Faculty requests by Tuesday, October 23. Committee will review for November 2 ranking meeting.</p>
College Council Report	Kay Weiss reminded College Council of our current schedule of needs assessment.	
Program Review Website	Joel Lamore and Kay Dee Yarbrough will be working on website. New tabs may include Efficacy and Needs Assessment, with documents and links, and Frequently Asked Questions.	<p>Committee members, please forward questions you receive from workshop participants to P. Ferri-Milligan for FAQs.</p> <p>P. Ferri-Milligan will work with J.</p>

		Lamore and K. Yarbrough on the website.
Workshop	Committee members worked with individual writers on their needs assessment documents for the remainder of the meeting.	
Proxies	The committee addressed the use of proxies for rankings. The committee voted that proxies would not be allowed.	
Adjournment	The meeting was adjourned at 10:56 a.m.	
Next Meeting	Friday, November 2, 2018, is the next meeting.	